Clinical Trials Ontario

CTO STREAM

Getting Started (REB Members)

CTO Helpdesk:

support.ctontario.ca

Contents

1) Logging in to CTO Stream

REB members receive their CTO Stream login credentials for the system via email from the CTO administrator.

To login for the first time, go to the reviewer login portal at https://review.ctostream.ca and enter the email address associated with your CTO Stream account as well as the temporary password provided by CTO.

***Note:** The link to the login page, account username and password are all included in the email sent by the administrator.*

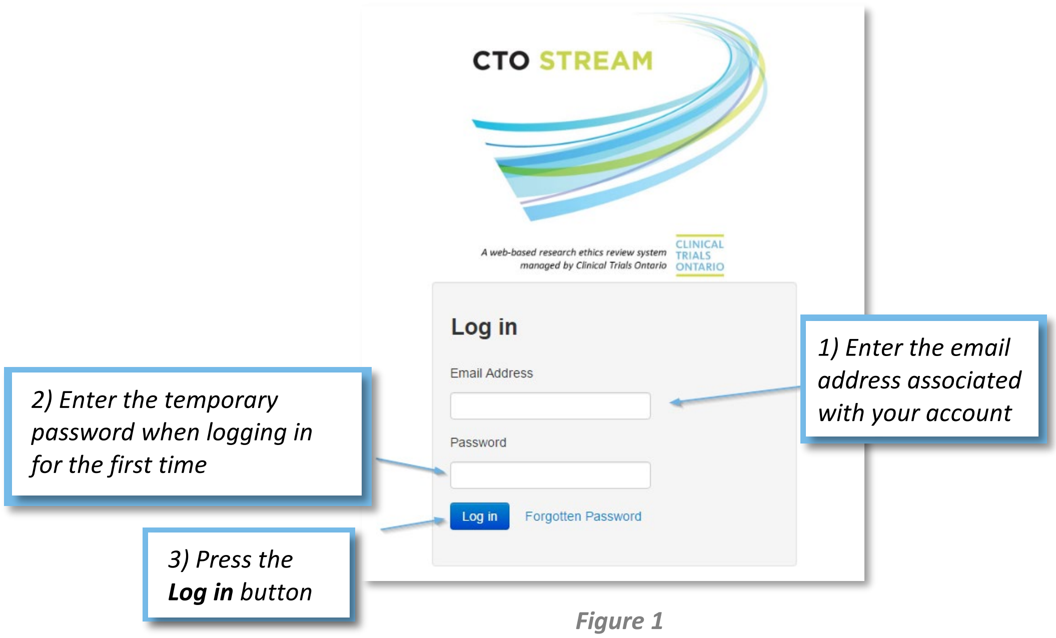

Figure 1

Changing your password:

You can change your password upon logging in for the first time, and it is strongly encouraged to do so. To change your password, click on your name in the black navigation bar at the top of the page and select 'Change Password' from the drop-down menu.

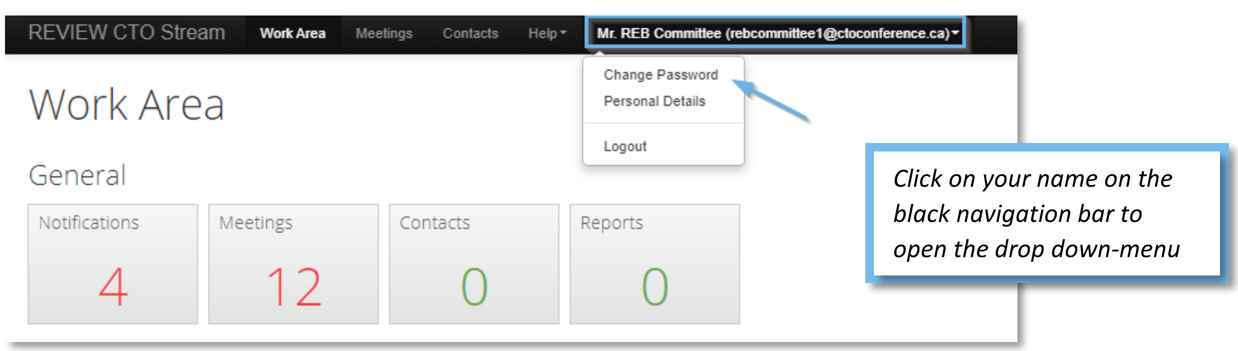

Figure 2

CTO Stream can be accessed from any computer or laptop as well as on mobile devices such as tablets cell phones. CTO recommends that you use the **latest version** of the web browser you use to access the CTO Stream website.

2) Reviewing the study application

When you login to your CTO Stream account, you'll automatically land on the *'Work Area'* page (*Figure 3*), which contains four "General" tiles at the top of the page. The **"Notifications"** tile is the only tile commonly used by REB members and acts like a centralized hub for any in-system notifications.

Below the General tiles two different review tiles which contain applications that have been submitted to your ethics board. The number on the front of each tile corresponds to the number of new items contained within.

The **"For My Review"** and **"Full Board Review"** tiles contain submissions that have been assigned to you specifically as a reviewer and applications assigned to the upcoming full board meeting, respectively.

A notification is sent via email to reviewers whenever they are assigned to review an application in CTO Stream. The sender of this email (and all other system emails) is "donotreply@infonetica.net". Consider adding this email address to your contacts or your 'safe' list to ensure that you don't miss any email notifications.

1. When an application is ready for your review, you can log in to the system and access the application by clicking on the **"Full Board Review"** tile in the work area. If you have been assigned as a reviewer (e.g., the primary reviewer), the study will also appear in the **"For My Review"** tile. This tile contains applications that have been selected to go through delegated review.

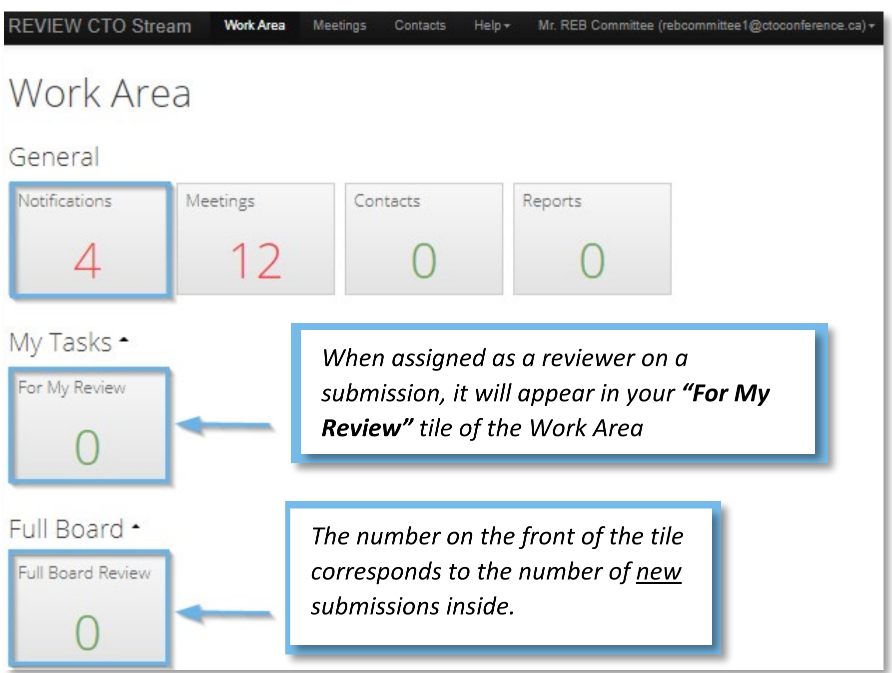

Figure 3

2. Click anywhere on a review tile to view the list of applications contained within. Each application inside the tile is displayed as a row (new submissions are highlighted in yellow) and can be opened by clicking anywhere on the row of desired application.

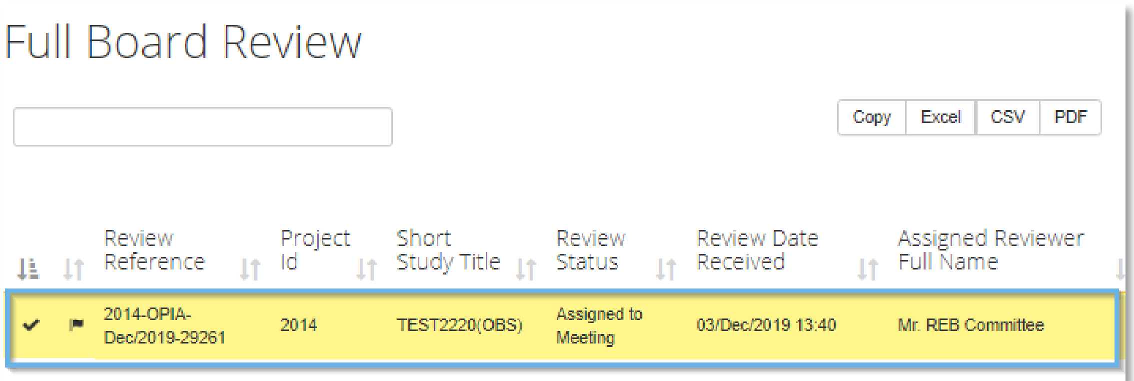

Figure 4

3. Opening an application from a review tile will bring you to the the 'Submission Timeline Page'. This page encompasses summary information about the application and shows all of the prior worflow steps the form has gone through. The Submission Timeline Page can be though of as a cover sheet for the application.

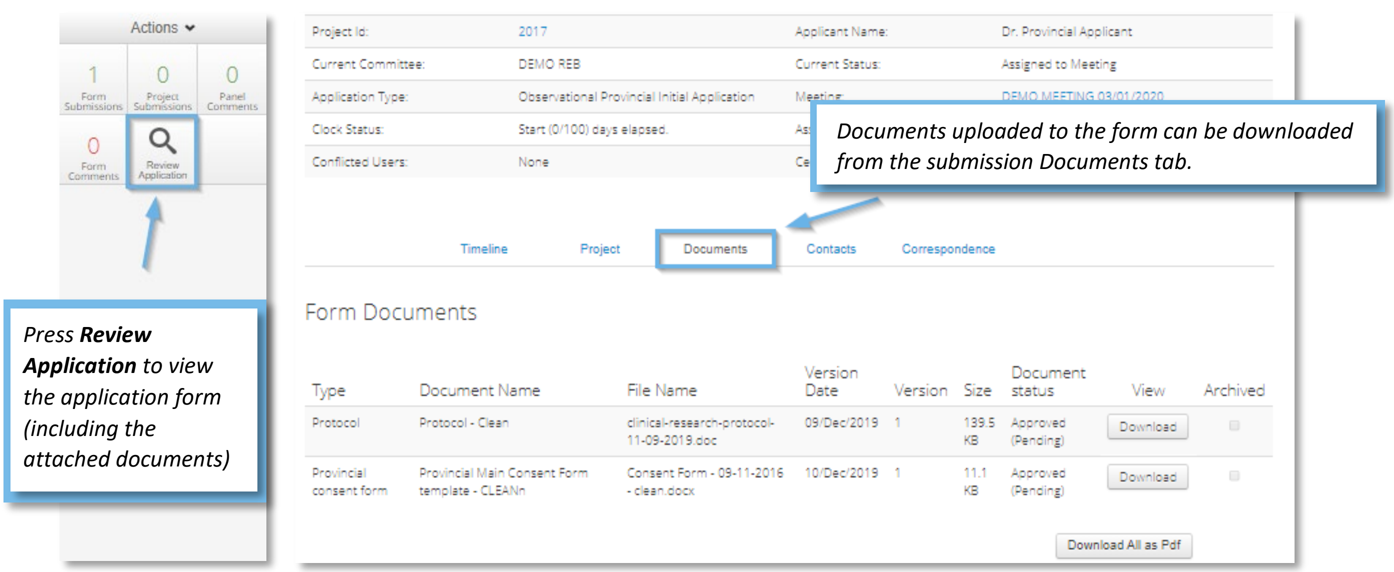

Figure 5

4. The **Documents tab** on the Submission Timeline Page *(Figure 5)* displays a list of documents uploaded to the application by the study team (this is also where reviewer documents can be found).

To view the information within the application form, press the **'Review Application'** button found in the Actions Menu on the left-hand side of the page *(Figure 5)*.

Navigating the application:

1. The **'Review Application'** button in the Actions toolbar directs you to the **"Navigation Page"** which can be compared to a 'Table of Contents' for the application form. Click the questions of any section to review the responses to the questions within that section. To start at the beginning of the form, click on the questions in the Section 1.0 *(Figure 6).*

Figure 6

2. Once inside the application form, you can:
   - Print the application by pressing the **'Print'** button in the Actions toolbar (on the left). This will generate a PDF version of the application which can then be printed.
   - See a list of all study documents on the application (i.e., protocol and consent form) by clicking the **'Documents'** button. Documents can also be downloaded from here.
   - Go to the previous or next section by clicking **'Previous'** or **'Next'** button on the Actions toolbar. Clicking on **'Navigate'** will take you back to the **Navigation Page.**
   - Go back out to the work area at any time by clicking the **'Work Area'** button on the black navigation bar. The navigation bar will always be at the top of your screen.

The Actions Menu is always visible on the left-hand side of the page, however the buttons that appear in the menu will change, depending on what page you're on (Timeline page, Navigation page, etc.). Below, Figure 7 shows an example of what the Action menu looks like from within section 1.0 of the application.

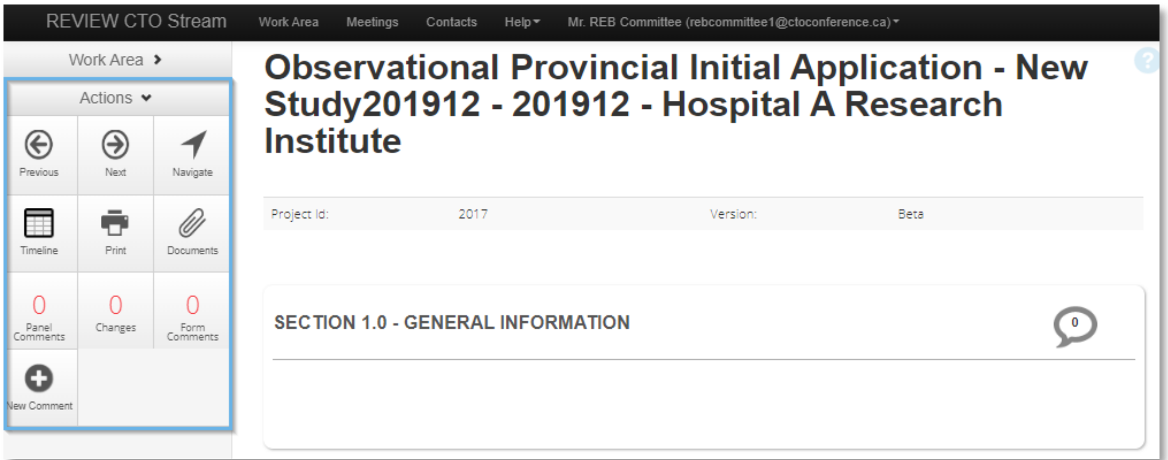

Figure 7

TABLE 1.0 – DESCRIPTION OF EACH ACTION BUTTON IN FIGURE 7

ACTION	DESCRIPTION OF FUNCTION
PREVIOUS/NEXT	Navigate ahead to the next section of the application, or go back to the previous section (like turning the page of a book)
NAVIGATE	Go back to the Navigation Page
TIMELINE	Go to the Submission Timeline (similar to an application cover sheet)
PRINT	Generates a PDF of the application which can be printed out
DOCUMENTS	Documents (like the protocol and consent form) attached to the application by. These are also available as you read through the application form
PANEL COMMENTS	View comments made by other reviewers or REB Staff on specific questions (or groups of questions).
CHANGES	View any changes the study team has made to the application from one submission to another. (Only applicable if the form has been submitted multiple times).
FORM COMMENTS	View comments about the application in general, made by other reviewers or REB staff.
NEW COMMENT	Can be used to add a new Panel comment to the application.

Reviewer Comments

There are two types of comments reviewers can make on the applications they review in CTO Stream:

- **Panel Comments**, which are comments related to a specific question;
- **Form Comments**, which are general comments referring to the application overall.

Any comments made are visible to other members of the REB but are never visible to the study team. Comments can be edited and deleted after you've made them.

Panel Comments:

While reviewing an application, you can make a comment on a specific question (or group of questions) by clicking the '**New Comment'** button from the Actions toolbar on the left-hand side of the page.

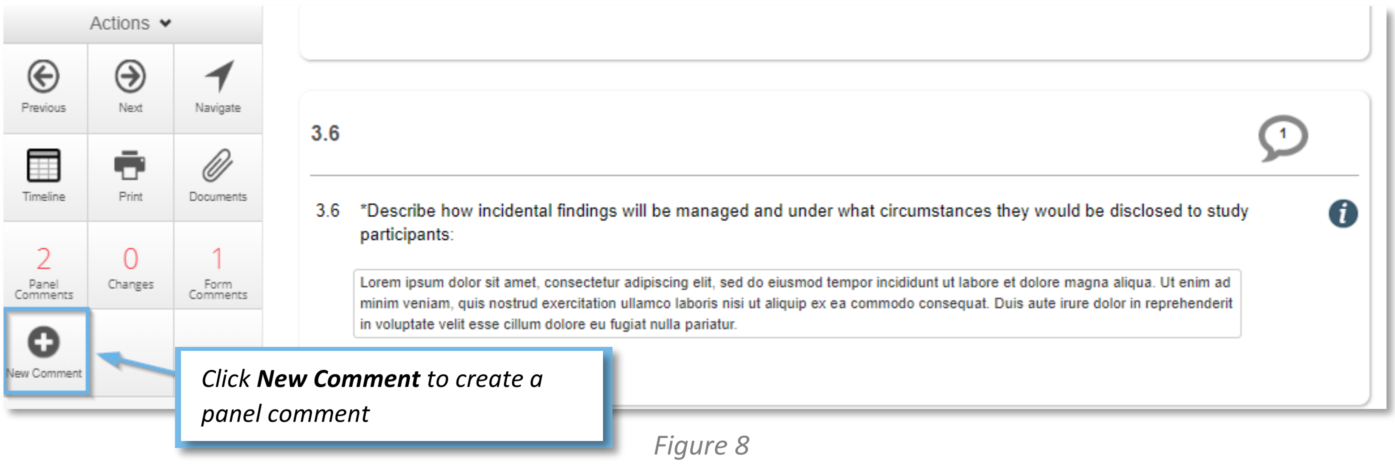

Figure 8

Pressing 'New Comment' will cause the background of the screen to become greyed out, with each question still visible *(Figure 9)*. Click anywhere on the question you wish to leave a comment on. This will cause a pop-up window to appear where your comment can be saved.

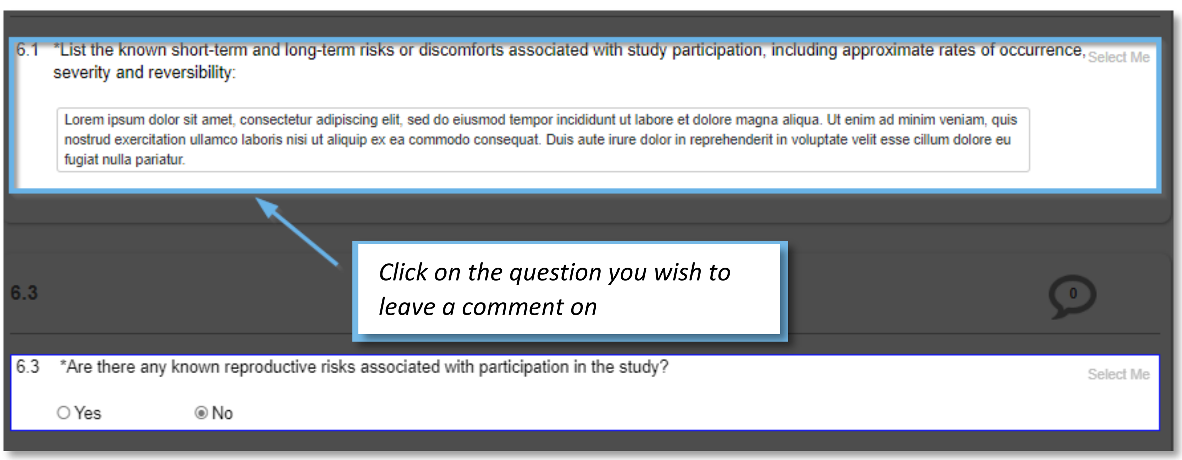

Figure 9

Comments made by other reviewers can be viewed by pressing the 'Panel Comments' button from the Actions Menu (located above the New Comment button in Figure 8). The red number on the front of the tile indicates the total number of comments on the form. Click on the tile to view the comments made by the other reviewers.

Editing or Deleting Panel Comments

To edit a panel comment you've previously made, press 'Panel Comment' in the Actions Menu then click the blue 'Edit' button to the right of the comment you wish to edit. Comments can be edited or deleted only by the user who created it.

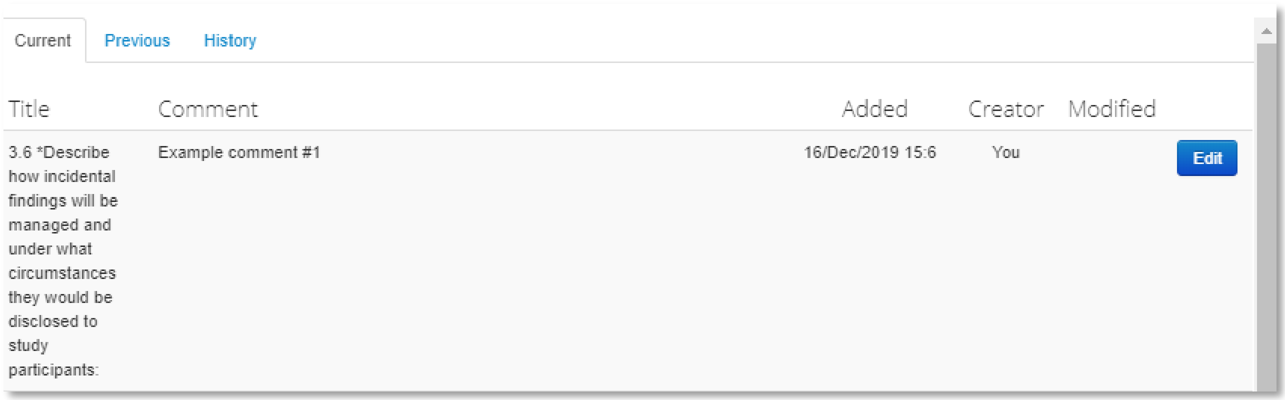

Figure 10

Form Comments

To make a comment about the whole application, click on the 'Form Comments' button on the Actions toolbar *(Figure 11)* and then press the **'Add Comment'** button visible in the Form Comments pop-up window *(Figure 12).*

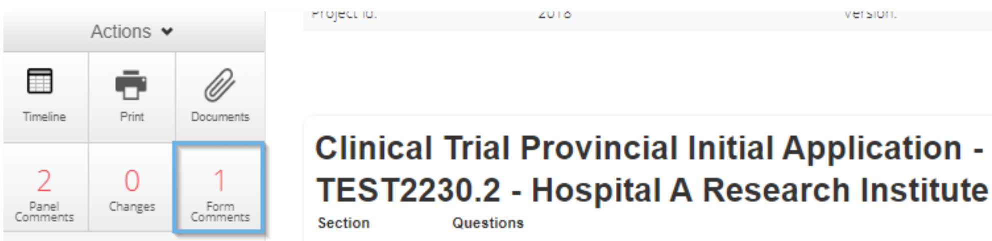

Figure 11

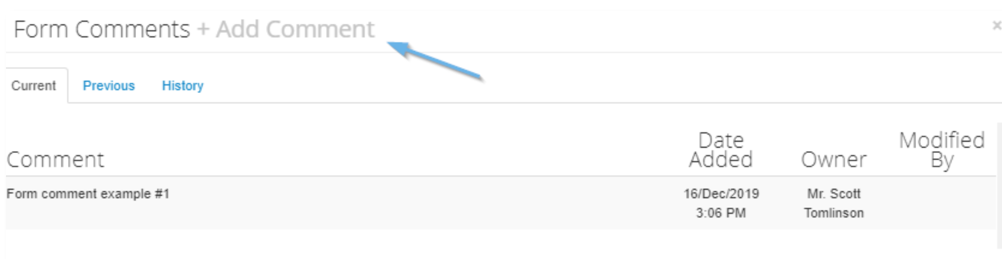

Figure 12

Editing or Deleting Form Comments

Users can edit or delete any of their own form comments. To edit a Form Comment, click the ‘Form Comment’ button just like when creating a new comment.

Click on the comment you wish to edit, and the comment will become editable. Once you are satisfied with the changes you have made, press the ‘Save’ button to save it. If you want to delete the comment altogether press the ‘Delete’ button.

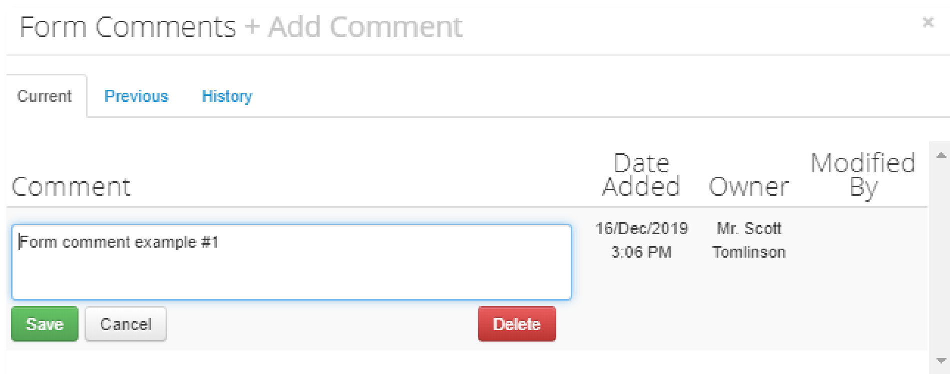

Figure 13